

# YOUTH SERVICES POLICY

<b>Title:</b> Channels of Communication <b>Next Annual Review Date:</b> 08/16/2014	<b>Type:</b> A. Administrative <b>Sub Type:</b> 1. General <b>Number:</b> A.1.5
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<b>References:</b> ACA Standards 2-CO-1A-9, 2-CO-1A-19 (Administration of Correctional Agencies); 4-JCF-6A-11 and 4-JCF-6A-12 (Performance-Based Standards for Juvenile Correctional Facilities); 2-7007, 2-7009 and 2-7011 (Juvenile Probation and Aftercare Services)	
<b>STATUS:</b> Approved	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 08/16/2013

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish uniform procedures for channels of communication within YS.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors, Regional Managers, and Central Office Section Heads.

## IV. DEFINITIONS:

**Unit Head** – The Deputy Secretary, Facility Directors and Regional Managers.

**YS Central Office** - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, and their support staff.

## V. POLICY:

It is the Deputy Secretary's policy that all YS employees have an opportunity to participate in the development and review of organizational goals, initiatives, and policies. Channels of Communication among the Deputy Secretary, leadership / supervisory staff referenced in Section III above, and other staff shall be maintained in order to ensure open communication between employees. Unit Heads are responsible for ensuring effective lines of communication for dissemination of information as well as for input of legitimate concerns by all YS employees.

**VI. PROCEDURES:**

- A. Staff meetings shall be conducted, at a minimum, on a monthly basis as follows:
  - 1. Deputy Secretary and YS Central Office Executive staff;
  - 2. YS Central Office Executive staff and their key unit staff;
  - 3. Regional Directors and Facility Directors;
  - 4. Facility Directors and all section heads;
  - 5. Regional Directors and Regional Managers; and
  - 6. Regional Managers and their key staff.
- B. Staff meetings shall be documented with agendas and minutes of meetings maintained and distributed as appropriate.
- C. It is the Unit Head's responsibility to explain information disseminated during monthly meetings noted in A. above, and provide training for employees when needed.
- D. Leadership meetings shall be conducted twice per year at a minimum, between the Deputy Secretary, Regional Directors, Facility Directors, Regional Managers, key leadership staff, and designated Central Office staff.

Meeting topics shall center around current events within OJJ and short/long range goals for meeting the agency's mission.

Break-out meetings shall occur that require staff input on topics of discussion, including agency initiatives and goals.

**Previous Regulation/Policy Number:** A.1.5

**Previous Effective Date:** 05/17/2012

**Attachments/References:**